Preparing for Your Promotion Board

Agenda

- **Authority**
- **Pre-board Actions**
- **Areas of Concern**
- **General Info**

Authority

- **Title 10, <u>United States Code</u>**
  - Chapter 36: Promotion, Separation, & Involuntary Retirement of Officers on Active Duty
  - Chapter 1400: Promotion & Retention of Officers on the Reserve Active-Status List
- **Secretary of the Navy**
  - Process “owner”

Pre-Board Actions

Promotion Board Schedule

- **Published in MARADMIN**
  - FY13 schedule: MARADMIN140-11
- **Contains:**
  - Convening dates
  - Personal responsibilities
    - PME Cert in OMPF
    - Photo
    - Complete and Accurate record
  - How & where to submit update material
  - Address/Website/POC info

Officer Convening Notice

- **Published in MARADMIN**
- **By law due at 30 days**
- **Contains:**
  - Promotion zones
  - Personal Responsibilities
  - Digital photos
  - How & where to submit update material
  - Address/Website/POC info

Officer Precepts

- **Board Charter**
  - Membership
  - Selection Opportunity
  - Confidentiality
- **SecNav Guidance**
  - No Career Path
  - Skill Shortage
  - Continuation
  - Joint / Acquisition
  - PME
  - Adverse Information
  - Selection Criteria: "*Best & Fully Qualified*"

Communication to the Board

- **Title 10 USC, § 614 & 14107 authorizes "written communication to the board, which the officer deems relevant."**
  - Send one version only
  - Must be signed by eligible officer.
  - Must arrive by midnight the day BEFORE the date the board convenes.
  - Verify receipt on web-site
  - OfficerPromotionSection@USMC.Mil

Tips on What to Send!

- **Photo taken within the last 12 months**
- **Missing/Unreadable information from OMPF/MBS**
- **Copy of your latest Fitness Report**
- **PME Cert's for OMPF!**
- **Current Assignment/Duty Station**
- **Letters of Recommendation**
- **"Horse Blinder" Issues**

AREAS OF CONCERN

Eligible Marines

- **“Express Mail”**
- **Timely fitness report submission**
- **Accurate Section A**
  - Don’t GROW
- **Photo rules per MARADMIN 003/09**
- **PME reflected on MBS and OMPF!**
- **Request Audit of record; MMSB-31**

Command Reps

- **Know your Marines**
  - Eligibility status
- **Timely fitness report submission**
- **CMC White Letter 02-06: "Responsibilities for Selection Board Preparation"**
  - **http://hqinet001.hqmc.usmc.mil/dmcs/Directives/White%20Letters/2006/02-06.pdf**

GENERAL INFO

Tools

- **Officer Promotion Video on MarineNet**
- **OMPF Online via MOL**
- **MCO 1400.31C: MARCORPROMMAN, VOL 1, OFFPROM**
- **MCO 1610.7F: PERFORMANCE EVALUATION SYSTEM**

Points of Contact

- **Mailing Address for Promotion Boards**:
  President FY1X USMC/R (rank) Selection Board
  Harry Lee Hall
  17 Lejeune Rd
  Quantico, Va 22134

- **Officer Promotion (MMPR-1):**
  Comm: (703) 784-9703/4/5/6
  DSN: 278-9703

- **Officer Counseling & Evaluation Section (MMOA-4)**
  Comm: (703) 784-9281/2/3 or 800 634-7988

- **Policy and Research Unit (MMSB-31)**
  Comm: (703) 784-5686 / 3997

In Summary!

- **Familiarize yourself with the Promotion Schedule**
- **Read Convening MARADMINS**
- **Ensure OMPF & MBS are accurate & complete**
- **Submit a Photo; Ensure IAW MARADMIN 003/09**
- **Ensure documentation of PME completion /OMPF**

QUESTIONS?

BACK UP

OFFICERS BOARD PREP

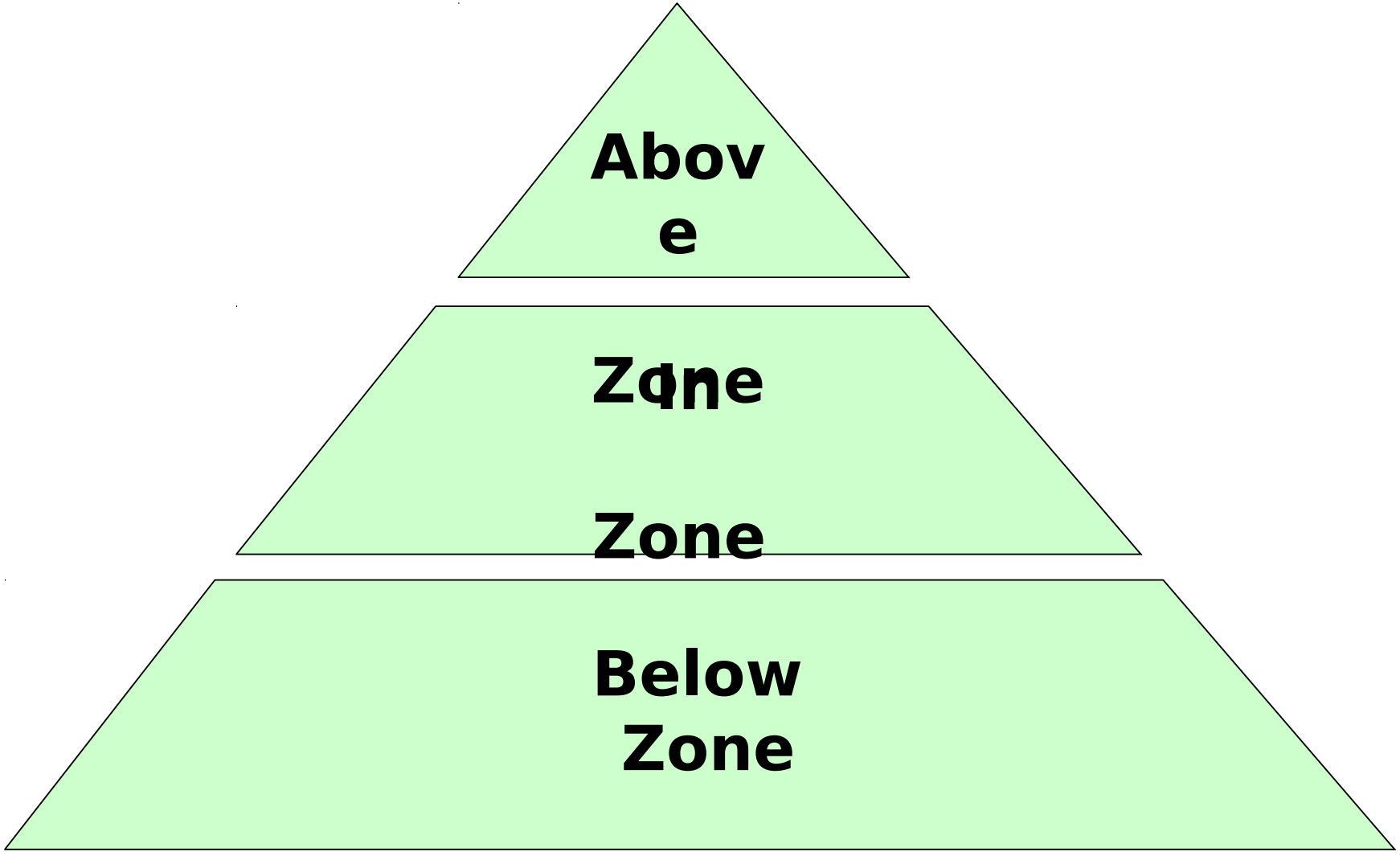
- BE PREPARED
  - Arrange For Audit Of Your Record W/MMSB In Advance
- READ THE MARADMIN's ("Board Schedule" & "Convening")
  - Convene Dates
  - Promotion Zones
  - Instructions On Ordering/Updating Record (Viewable on MOL)
  - How And Where To Submit Update Material
  - How To Communicate W/The Board
- AREAS OF CONCERN
  - Timely Fitness Report Submissions to MMSB (Into OMPF) vs MMPR (As Update Material)
  - Ensure Photos IAW MarAdmin 003/09
  - PME: Completion Certificate Must Be Present In OMPF
  - Letters Of Recommendation…"May Help, Won't Hurt"
- YOUR PERSONAL RESPONSIBILITY TO ENSURE A COMPLETE & ACCURATE RECORD IS BEFORE THE BOARD

BOARD PROCESS

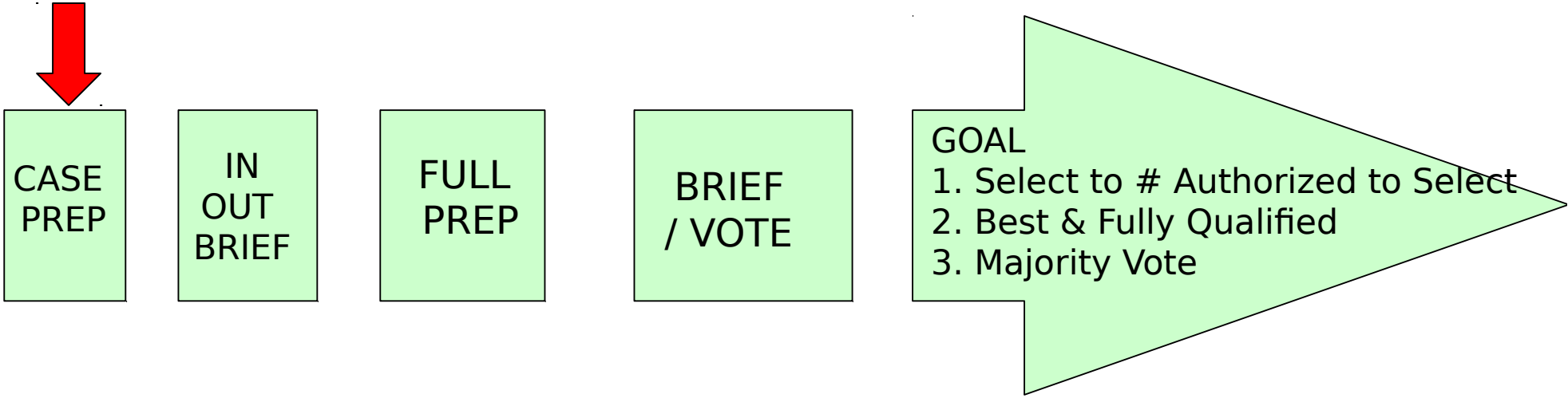
Board Membership

- **Title 10 and SECNAVINST rules**
- **MMOA-3 coordinates via MCBUL 5420**
- **Reflects the composition of the Corps**
  - Aviator/Ground Combat/CSS mix
  - Minority/female representation
  - 50% rule for USMCR boards

Population by Zone

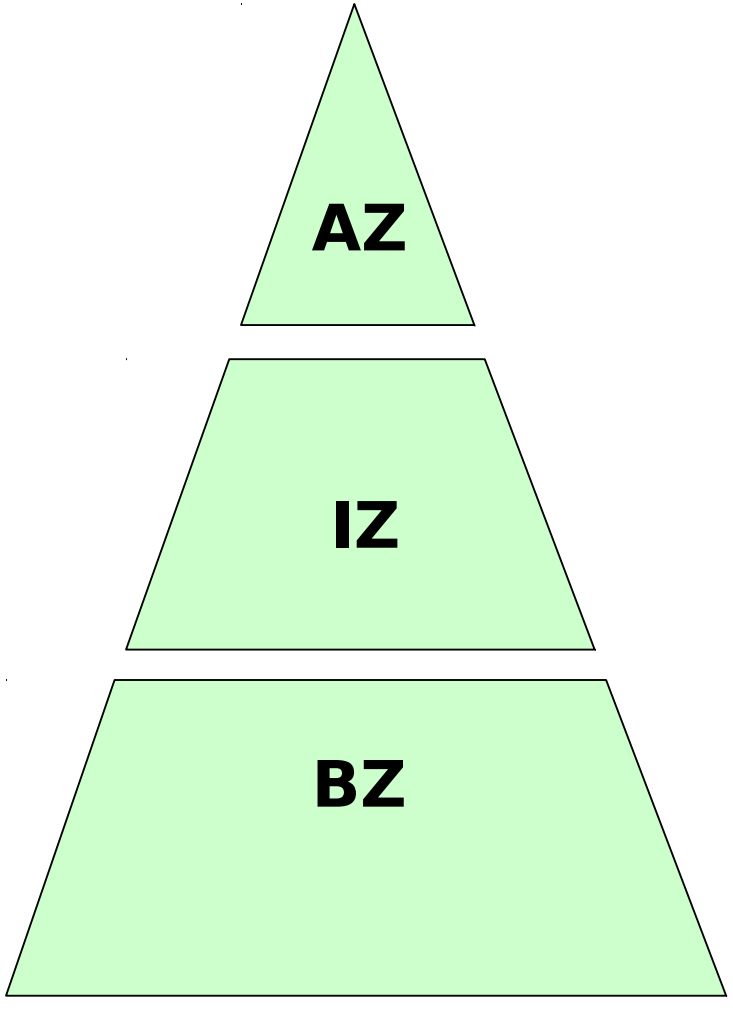


Case Preparation



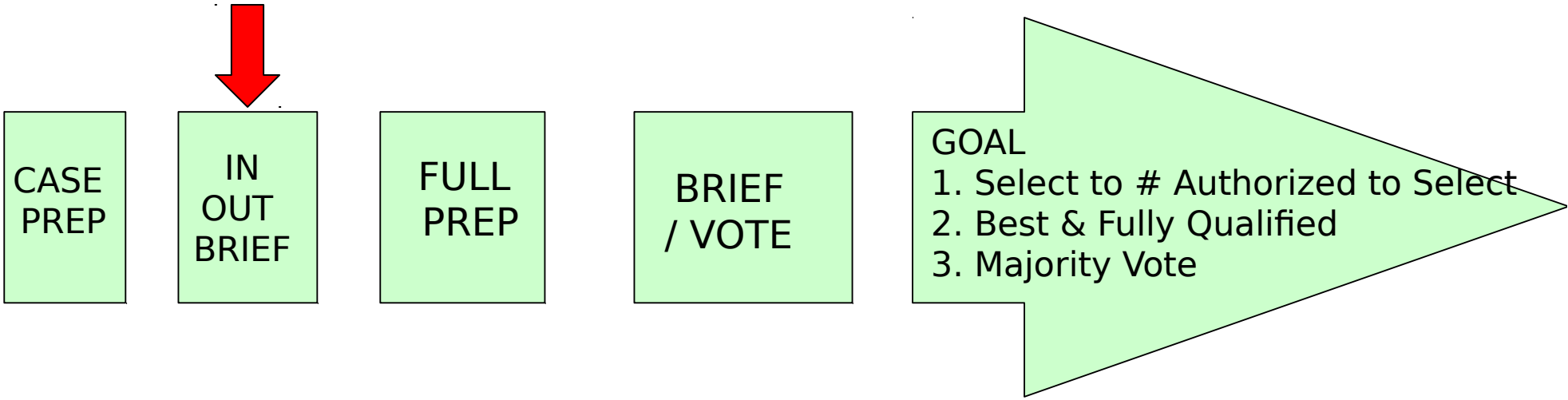
- **What's in a case file?**
  - MBS, OMPF, & any communication from the Officer (Letter of Rec., photo, etc.)
- **Cases assigned randomly**
- **Typically take 30-60 minutes to prepare**

Case Preparation



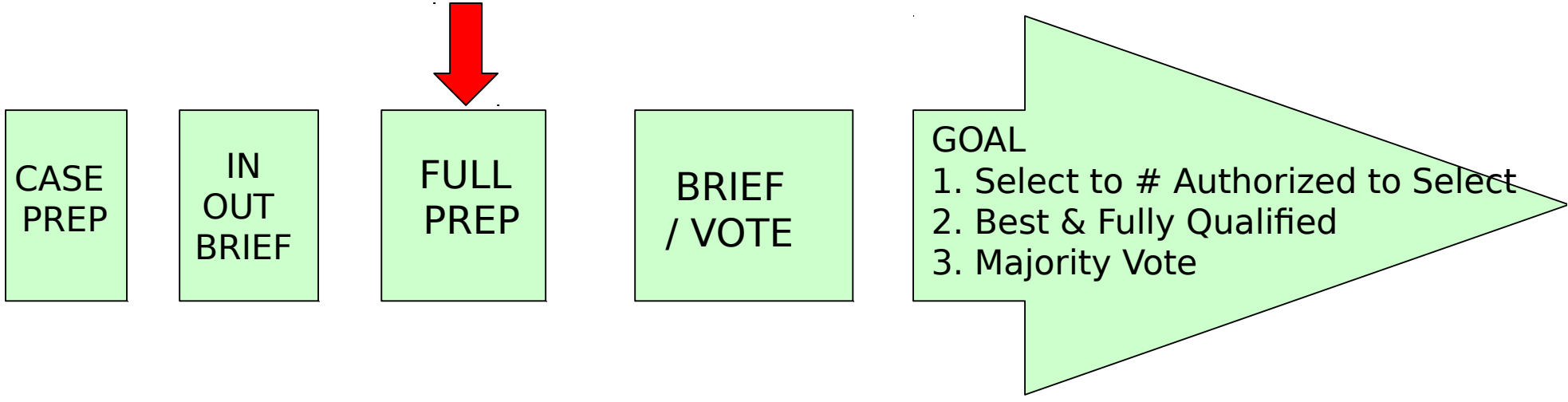
- **Full Prep of In Zone to *establish a baseline & determine Competitiveness***
- **Short Prep of AZ, then BZ to determine *Competitiveness* relative to IZ**

In/Out Voting



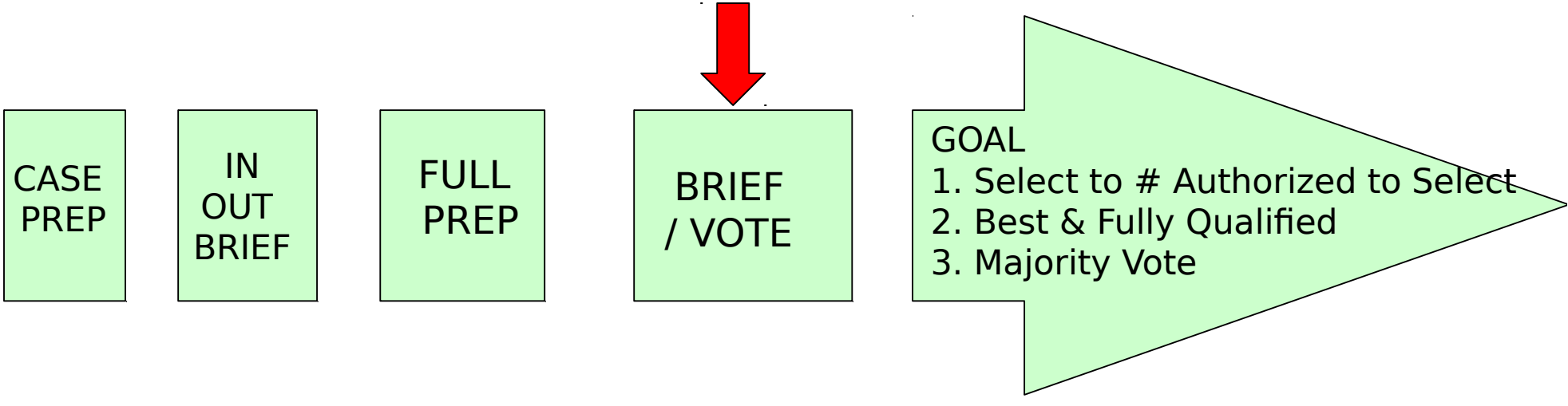
- **Briefing the Above Zone & Below Zone Population**
- **Determine "Premier" cases**
  - Short 2-3 minute brief of AZ cases
  - 1 "Yes" Vote from any member makes you a "premier" case.
  - Must brief all Above Zone
  - Brief Below Zone by exception

Full Preparation



- **Remember we did a short Prep of AZ/BZ cases?**
- **Time is allotted to ensure *Premier Cases* have the same level of preparedness as In Zone cases**

Brief/Vote



- **Brief 8 to 10 minutes per case**
- **Vote**
  - Select to # Authorized to Select
  - Criteria: “Best & Fully Qualified”